



2004-2005 WRITERS IN VIRGINIA APPLICATION FOR SPONSORS

Description	This grant program provides subsidy for readings and workshops by writers of fiction or poetry in a wide variety of settings. Eligible writers must reside in Virginia or have a significant Virginia connection.
Deadline	Applications are accepted throughout the year, at least four weeks before the reading or workshop occurring between July 1, 2004 and June 30, 2005.
Amount of Assistance	Up to 50 percent of the writer's fee, with a maximum of \$250. Sponsors may receive a total of \$500 in any year. Grants are awarded on a first-come, first-served basis until all funds are committed.
Eligibility	<p>Virginia not-for-profit organizations, units of government, or educational institutions that meet the Basic Eligibility criteria (see below). Writers interested in being listed in the <i>Writers in Virginia Directory</i> should contact the Commission office.</p> <p>Eligible activities include readings or workshops by poets and fiction writers listed in the <i>Writers in Virginia Directory</i>. There is a limit of five grants per year for subsidies of readings or workshops by any one writer under this program. Sponsors may also apply for subsidy of readings or workshops by other writers that meet the criteria for inclusion in the Directory and that have been approved by the Commission review committee. The criteria are based on publication: a published book of fiction or poetry or three published short stories or six published poems. Self publication or school publications, "vanity" press, newspapers, and newsletters and membership magazines are excluded. To be eligible, a writer must also live in Virginia.</p>
Basic Eligibility Criteria	<p>Not-for-profit and exempt from federal income tax under Section 501(a) of the Internal Revenue code, or are units of government, educational institutions, or local chapters of tax exempt national organizations.</p> <p>Produce, present, or support dance, literary arts, media arts, music, theater, visual and related arts.</p> <p>Comply with Title VI, Section 601, of the Civil Rights Act of 1964 which states that no person, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.</p> <p>Comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 which state that no otherwise qualified person shall, solely be reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.</p>
Application Review and Payment Procedure	<p>After a literary event has been arranged with the time, place, and writer's fee set, the sponsoring organization submits a complete application to the Commission at least four weeks before the proposed reading or workshop.</p> <p>The Commission staff reviews each application for eligibility and completeness. The organization will be notified within two weeks if a grant is awarded. Payment on the grant will be made after the event has taken place and the sponsor submits a confirmation form to the Virginia Commission for the Arts.</p>
Application Submission Checklist	<p>A complete Application must contain one collated set of the following items. Any application not containing all of the items will be considered incomplete and will be returned with an explanation.</p> <ul style="list-style-type: none">' A completed Writers in Virginia Application on 8.5" x 11" pages typed on one side.' Certification of Assurances Form (attached), with original signature of authorizing official with the legal authority to obligate the applicant. Type the name and title of the authorizing official and the date of the signature.' A completed National Standards for Arts Information Exchange Race/Ethnicity Data Collection Form. For reporting purposes only; will NOT be considered during the grantmaking process.

2004-2005 Writers in Virginia Application for Sponsors

VIRGINIA COMMISSION FOR THE ARTS

223 Governor Street
Lewis House, Second Floor
Richmond, VA 23219
804/225-3132 (Voice/TDD)
804/225-4327 (Fax)
www.arts.virginia.gov (URL)

Applicants should read the *2004-2006 Guidelines for Funding* and Certification of Assurances and Grant Conditions to make sure you comply with all of the conditions. In signing the application form, you are agreeing to comply with all of these conditions.

Provide all information requested below in the order listed and send it to the Commission office at least **four weeks** before the proposed activity. The Virginia Commission **will not** accept any application materials via facsimile transmission or other electronic means (e.g. e-mail). Original signatures are required. For assistance or more information, contact the Commission office

1. Type "**2004-2005 Writers in Virginia**" at the head of an 8.5" x 11" page. Provide the information requested below on as many pages as are needed, using a typeface of 12 point or larger.
2. **Applicant organization or school name, address, and city/county.** Name, address and zip code of organization, school, school system, unit of local government, or college/university applying for funds. This is the address to which any grant funds will be sent. Include the name of the county or independent city in which the applicant is based.
3. **Telephone/fax/e-mail/web site.** Include area code and telephone number of applicant organization as well as any fax number, email address or worldwide web site for the organization.
4. **Federal Employer ID number of applicant.** MUST be included. Payments cannot be made without this number. A public school may get its Federal Employer ID number from the school division central office.
5. **Contact person.** Name and title of person to contact for more information about the application.
6. **Type and number of activity.** Specify whether the activity is a reading by the author, creative writing workshop, or both. Specify whether the activity will focus on fiction, poetry, or both. Please be sure to indicate the number of activities to be completed.
7. **Start and end dates.** The first and last dates of the project for which assistance is requested. No activities for which Commission funds are requested may begin before July 1, 2004. Request must be made **at least 4 weeks prior to beginning date of project.**
8. **Amount requested.** Up to 50% of the writer's fee. Funding must be matched at least 1:1. In-kind (non-cash) contributions are not allowed as part of the match. The maximum award will be up to \$250. Funding from other Commission programs may not be used as part of the matching funds. Sponsors may receive a total of \$500 in any year.

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- 9. Writer's fee.** The total amount the writer will charge the applicant for the activity(ies).
- 10. Name and hometown of scheduled writer.**
- 11. Is the writer listed in the current Writers in Virginia Directory?** Indicate yes or no.
- 12. If the writer is not listed in the current Writers in Virginia Directory, please include a resume or biography on the writer demonstrating his/her eligibility.** Writer's resume/biography must include publications in fiction and/or poetry.
- 13. How will the event be publicized?** (press releases, public service announcements, posters and flyers, notices in community calendars, etc.)
- 14. How large an audience do you anticipate?**

KEEP A COPY OF YOUR APPLICATION FOR YOUR RECORDS

**CERTIFICATION OF ASSURANCES & GRANT CONDITIONS 2004-2005
FOR WRITERS IN VIRGINIA PROGRAM GRANTEES
OF THE VIRGINIA COMMISSION FOR THE ARTS**

Commission grantees are required to be non-profit Virginia corporations and exempt from federal income tax under Section 501(s), which includes the 501(c)3 designation of the Internal Revenue code, or are units of Virginia government, or are educational institutions, or are local chapters of tax exempt national organizations.

Commission Writers in Virginia grants are limited to:

- ! Up to 50 percent of the writer's fee, with a maximum of \$250. Sponsors may receive a total of \$500 in any year.
- ! Commission grants to any established arts organization in one year will total no more than 30% of that organization's income for the previous year.

For matching grant programs of the Commission, funding from other Commission programs may not be used as part of the matching funds.

No part of any Commission grant shall be used for any activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation.

Each Commission grantee will:

- ! provide accurate, current and complete financial records of each grant.
- ! maintain accounting records which are supported by source documentation.
- ! maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes.
- ! maintain procedures ensuring timely disbursement of funds.
- ! maintain procedures for determining the allowable costs and allocation of costs in accordance with provisions of Federal Management Circular A-87 and Office of Management and Budget Circular A-102 (copy available from the Commission office upon request).
- ! provide the Commission, or its authorized representatives, access to the grant-related financial records.

The grantee will expend any and all grant funds only for purposes described in the application form and attachments. The grantee must request permission in writing to make substantial changes in budget, schedule, program, personnel. The requested changes must be approved in advance by the Commission. NOTE: If any project receiving grant support from the Commission has actual income in excess of expenses, the grantee must use these funds for other arts activities and the Commission must approve the organization's use of any of these excess funds up to the amount of the grant.

Each Commission grantee will ensure that:

No part of any project or production which is financed in whole or in part under the grant will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in such project or production. Compliance with the safety and sanitary laws of the State in which the performance or part thereof is to take place shall be prima facie evidence of compliance.

Each Commission grantee will comply with these federal statutes and regulations:

! Title VI, Section 601, of the Civil Rights Act of 1964, which provides that no person, on the ground of race, color or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

! Title IX, Section 1681, of the Education Amendments of 1972, which provides that, with certain exceptions, no person, on the basis of sex or age, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

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! Americans With Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against persons with physical or mental disabilities in federally assisted programs. Compliance with this Act includes the following: notifying employees and beneficiaries of the organization that it does not discriminate on the basis of handicap and operation of programs and activities which, when viewed in their entirety, are accessible to persons with disabilities. Compliance also includes maintenance of an evaluation plan developed with the assistance of persons with disabilities or organizations representing disabled persons which contains: policies and practices for making programs and activities accessible; plans for making any structural modifications to facilities necessary for accessibility; a list of the persons with disabilities and/or organizations consulted; and the name and signature of the person responsible for the organization's compliance efforts. ("504 Coordinator").

Each grantee will submit a Final Report to the Commission within thirty (30) days of the end of the grant period and before June 15, 2005 (A Final Report form is sent by the Commission with each grant award letter. It is the responsibility of the grantee to hold this form for completion until the end of the grant period.) This report will contain a comparison of **actual** with **budgeted** amounts (as submitted on the application) for each grant prepared from the grantee's accounting records.

In **all** published material (printed programs, news releases, web news, email alerts, advertisements, flyers, etc.) and announcements regarding the particular activity or activities supported, acknowledgment of the Commission must be made. A suggested phrase is "(organization or activity) is partially supported by funding from the Virginia Commission for the Arts and the National Endowment for the Arts." If your organization is awarded a grant, a camera ready logos will be sent with the award letter.

This form must be signed by an individual duly authorized by the governing body of the organization to act on its behalf and submitted with every grant application made to the Commission. The signature of the individual indicates the organization's compliance with all of the grant conditions listed above. A duly authorized individual must also sign the final report form.

The undersigned certifies to the best of his/her knowledge that:

- ! the information in this application and its attachments is true and correct;
- ! the filing of this application has been duly authorized by the governing body of the applicant organization;
- ! the applicant organization/school agrees to comply with all grant conditions cited above.

The undersigned further certifies that he or she has the legal authority to obligate the applicant organization.

Typed Name of Authorizing Official

Title

Signature of Authorizing Official

Date

Applicant (Organization or School) Name: _____

NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE*Racial/Ethnicity Data Collection Form***Individual Applicants:**

Individuals should circle **any combination** of the characteristics listed below that apply:

A: Asian
B: Black/African American
H: Hispanic/Latino
N: American Indian/Alaskan Native
P: Native Hawaiian/Pacific Islander
W: White

Organizational/Institutional Applicants (e.g. school, arts group):

Using the characteristics listed below, circle the predominant group of which the staff or board or membership (not audience) is composed. Organizations should choose the **one** code that best represents 50 percent or more of its staff or board or membership. If none of these conditions apply to the organization, classify the organization "99."

A: 50% or more Asian
B: 50% or more Black/African American
H: 50% or more Hispanic/Latino
N: 50% or more American Indian/Alaskan Native
P: 50% or more Native Hawaiian/Pacific Islander
W: 50% or more White
99: No single group listed above represents 50% or more of staff or board or membership

For Both Individual & Organizational Applicants:

Using the characteristics listed below, indicate if the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the project or activity does not emphasize the culture or traditions of one group, please circle "99." If you seek or receive general operating support or support for administrative or artistic expenses for many projects and activities and cannot select one group, please circle "99".

A: Asian individuals
B: Black/African American individuals
H: Hispanic/Latino individuals
N: American Indian/Alaskan Native individuals
P: Native Hawaiian/Pacific Islander individuals
W: White individuals
99: No single group

NOTE: Generally, an activity can be considered "a clear expression or representation of the cultural traditions of one particular group" if it is:

(1) A project in which the intent is to communicate the culture or traditions of a particular race. For example, performances by an African dance company would be coded as "Black/African American."

and/or

(2) Projects which are usually understood to be reflective of the culture or traditions of a particular race. For example, Kabuki theatre is performed in many localities, and by many Asian and non-Asian groups. All of these performances would be coded as "Asian" because regardless of who produces the work, the type of theatre itself is widely understood to be an expression of Japanese culture.